

YOUTH SERVICES POLICY

Title: Pledge for Safety Next Annual Review Date:	Type: A. Administrative Sub Type: 1. General Number: A.1.10
	Page 1 of 5
References: A.1.4 "Project Zero Tolerance", A.2.12 "Personnel Records", A.2.24 "Staff Development", B.2.2 "Youth Classification", B.3.1 "Composition / Location / Retention of Active and Inactive Youth Records", B.8.3 "Volunteer Services Program", and B.8.12 "Youth Orientation".	
STATUS: Approved	
Approved By: <i>Simon Gonsoulin, Deputy Secretary</i>	Date of Approval: 07/01/2006

1. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

2. PURPOSE:

To establish "Pledge for Safety" as a program of YS and to designate the Pledge for Safety (PfS) brochure [Attachment A.1.10(a)] as part of this policy. The program is designed to elevate attention given to safety by educating staff and youth in practicing safe behaviors.

3. APPLICABILITY:

Assistant Secretary, Deputy Assistant Secretaries, Facility Directors and all secure-care staff. Each Unit Head is responsible for the implementation of the Pledge for Safety (PfS) program and compliance with the procedures outlined herein.

4. DEFINITIONS:

Pledge for Safety - a program designed to emphasize the safety of youth and staff focusing on the rehabilitative needs of the youth.

Youth - those youth assigned to a secure care facility.

5. POLICY:

Youth Services values the safety of the youth placed in our care and the staff that provide services to them. To this end, our workforce is focused on the rehabilitative needs of our youth. We believe that safety is the foundation of and prerequisite for treatment. We promote a safe environment for our youth, employees, families, and communities.

6. PROCEDURES:

A. Pledge for Safety Contract

1. As part of the orientation process, all secure care youth are required to sign the Youth Pledge for Safety Contract [Attachment A.1.10 (b)] acknowledging their commitment to safety. They will also be required to sign a new contract annually thereafter throughout their secure care stay. The PfS contract is to be filed in Clip VIII of the youth's master record. A PfS brochure and PfS bracelet will also be provided to the youth during the orientation process. (Refer to Section 7.B.1 for addressing the initial contracts for youth currently in the system.)
2. As part of the new hire process, all secure care staff (including contract personnel) are required to sign the Employee Pledge for Safety Contract [Attachment A.1.10(c)] acknowledging their commitment to safety. They will also sign a new contract annually thereafter as a confirmation of their commitment to the program. Annual contract renewals will take place during the annual performance and evaluation session with the employee's supervisor. The PfS contract is to be filed in Section 4 of the employee's personnel record. (Refer to Section 7.A.1 for addressing the initial contracts for active employees on the effective date of this policy.)
3. As part of the volunteer orientation training process, all secure care facility volunteers will be required to sign the Volunteer Pledge for Safety Contract [Attachment A.1.10(d)] acknowledging their commitment to safety. They will also sign a new contract annually thereafter as a confirmation of their commitment to the program. Contract renewals will take place on the anniversary date of their volunteered services. The PfS contract is to be filed in the volunteer's record. (Refer to Section 7.C.1 for addressing the initial contracts for volunteers who are active on the effective date of this policy.)

B. The Pledge

The pledge statement in the PfS brochure will be recited daily during community dorm meetings by both staff and youth to serve as a daily reminder of their commitment to safety.

C. Staff and Youth Reminders, Posters, Brochure and Sustaining Activities

1. Quarterly reminders are to be provided for youth and staff through the following means:
 - a. "Blitz" training provided by each facility's Education Services for youth; and
 - b. Reminders attached to paycheck stubs for staff.
2. The PfS posters [Attachment A.1.10(e)] are to be displayed in all living areas, school areas, dining halls, recreation areas, infirmaries, administration areas, training areas and any other location designated by the Director.
3. The contents of the brochure cannot be revised or discontinued without the approval of the Deputy Secretary or designee.
4. Other PfS sustaining activities which are to be incorporated into each facility's policy and procedures are as follows:
 - a. monthly topic of discussion during group session;
 - b. weekly roll-call topic;
 - c. front-gate handout to all visitors of the facility [Attachment A.1.10(f)]; and
 - d. discussion at weekly Dorm Managers/Group Leaders meetings and monthly Director's meetings.

D. Reporting

Progress notes must document that safety issues are addressed during routine contacts with the youth's case manager. If a safety issue is revealed during the contact, the Case Manager must immediately inform the group leader and document the outcome of the concern in the progress notes. If necessary, the Director and Investigative Services are to be notified.

7. TRAINING:

A. Staff

1. Initial training for all employees and contract personnel active on the effective date of this policy will be completed through Staff Development at each facility. The Employee PfS Contract will be executed following the initial training and forwarded to Human Resources at Youth Services Central Office upon completion for filing.
2. Annual training will be completed through Staff Development In-Service.

3. Ongoing training will be administered through in/by weekly roll-call topics.

B. Youth

1. Initial training for youth in secure care on the effective date of this policy will be administered by group leaders and case managers.
2. Training for new secure care youth will be provided at intake during the youth orientation process.
3. Annual training will be provided as a collaborative effort between group leaders and case managers. The PfS Contract will be renewed upon completion of the training and filed in the youth's master record.
4. Ongoing "blitz" training will be provided by Education Services at each facility.

C. Volunteers

1. Initial training for all volunteers active on the effective date of this policy will be completed by the Volunteer Services Coordinator at each facility.
2. Annual training will be provided by the Volunteer Services Coordinator.

8. PERFORMANCE INDICATORS:

The desired outcome of this program is increased safety. The following performance indicators will be measured:

1. The rate of disciplinary reports with a finding of guilty for: a) assaults and b) defiance;
2. The rate of youth-on-youth incidents;
3. The rate of youth-on-staff incidents;
4. The rate of staff-on-youth incidents related to: a) verbal abuse and b) physical abuse;
5. The rate of Investigative Services allegations;

YS Policy No. A.1.10
Page 5

6. The percentage of staff / youth who:
 - a. witness or are subjected to verbal abuse; and/or
 - b. witness or are subjected to physical abuse; and
7. Staff / youth interactions.







9. IMPLEMENTATION DATE:

July 1, 2006

Previous Regulation/Policy Number: N/A

Previous Effective Date: N/A

Attachments/References:

	A.1.10(a) Pledge for Safety Brochure.doc		A.1.10(b) Youth Pledge for Safety Contract
	A.1.10(c) Employee Pledge for Safety Contract.doc		A.1.10(d) Volunteer Pledge for Safety Contract.doc
	A.1.10(e) Pledge for Safety Posters 11X17.doc		A.1.10 (f) Pledge for Safety Brochure (front-gate handout).doc